

3020 - FIELD INSPECTOR

NATURE OF WORK

Performs difficult technical work in the inspection of construction projects for specification compliance; does related work as required.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Inspects and participates in the supervision of water, sewer, street, sidewalk and related construction projects of contractors for compliance with plans, specifications and standards.
Reviews plans for possible changes needed and make recommendation to supervisor.
Oversees the contracted work on a daily bases for compliance.
Maintains daily log of activities and work accomplished; reviews monthly bills for quantities completed.
Responds to various questions and complaints phoned in by citizens as well as contractors.
Assists in the preparation and maintenance of contract documents; prepares pre-construction conferences for city construction projects,
Assists in reviewing and calculating bills for payment to contractors.
Assists in the preparation of change orders.
Reviews and approves certified payrolls on Federally assisted projects.
Maintains inspection records, permits, plans and related documents on file.
Acts as project inspector of City projects.
Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of construction practices, techniques, materials and equipment relating to public works and utilities.
General knowledge of engineering plans, specifications and drawings.
Ability to read and interpret plans, specifications and blueprints and to compare them with various aspects of construction in progress.
Ability to detect errors in construction proects.
Ability to establish and maintain effective working relationships with City officials, contractors, property owners and others to effect satisfactory compliance with specifications and standards.
Ability to maintain accurate records.

MINIMUM REQUIREMENTS

College level courses in civil engineering and extensive experience in sub-professional engineering or construction work. Experience can substitute for education on a year-for-year basis.

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PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. Significant walking and regular moving, climbing steep slopes, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

Work is performed under the regular supervision.

SUPERVISION EXERCISED

None

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